

UTILITY OPERATIONS SPECIALIST I
203

DEPARTMENT: James City Service Authority/Utility Operations/Support Section

NATURE OF WORK:

Assists Support Section Technicians in their duties and performs skilled mechanical and electrical work under their supervision.

ESSENTIAL FUNCTIONS OF THE JOB:

Electrical:

Assists Support Section Technicians in troubleshooting, repair, replacement, and upgrading of electrical equipment, to include: standby power generators, variable speed drives, electric motors, motor starters, relay and solid state logic control systems, radio telemetry, battery charging systems, engine/prime mover control circuits, transfer switches, electrical conduit/enclosures and general power and lighting circuits.

Lift Station/Well Facility Mechanical:

Assists Support Section Technicians in troubleshooting, repairing and performing modifications to generator prim movers, pumps, motors, shafts, bearing assemblies, U-joints, couplings and piping. Performs very basic generator and engine control work and various types of automated bus transfer switching systems.

Grinder Pumps:

Performs grinder pump troubleshooting and repairs. Exchanges electrical components where needed.

General Responsibilities:

Responds to emergency calls at all hours.

Monitors Gastech and performs attendant's duties during confined space entries.

Procures tools, supplies, and materials from warehouse or vendors, as required.

Performs work safely in accordance with departmental safety procedures and the JCSA safety manual. Operates equipment safely and reports any unsafe work condition or practice to a supervisor.

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in all weather conditions and under harsh environments at the operations shop, lift stations, well facilities, and various field locations. Requires climbing up and down ladders into wells and manholes, and working off of a manlift hoist at heights up to 30 feet. Operates County vehicles, including crane truck and fork truck.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of mechanical and electrical troubleshooting and repair techniques.

Ability to use electrical test equipment such as: voltmeters, ammeters, multimeters, load testers, and starting system diagnostic equipment.

Knowledge of and ability to operate machine shop tools and equipment, i.e., pipe threading and cutting machine, electric drill press, bench grinder, sand blast cabinet, power and hand tools.

Ability to follow technical oral and written instructions.

Ability to work in disagreeable conditions.

Ability to perform strenuous physical labor.

Ability to work effectively as a team member.

Ability to establish and maintain harmonious working relationships.

Ability to perform basic mathematical calculations.

MINIMUM QUALIFICATIONS:

Must have a high school education, 3 years experience in related field.

Must be able to meet performance oriented requirements, including both written and skills testing, and on the job performance evaluations.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.